

Secretary of State

1) How many employees do you have? What's the five year trend for staffing levels?

- Using the pay period that includes January 4 as the common denominator (first day of the first pay period in CY 2013)

| Fiscal Year | Filled Positions |
|-------------|------------------|
| 2013 | 25 |
| 2012 | 31 |
| 2011 | 30 |
| 2010 | 37 |
| 2009 | 37 |

2) How are the above employees classified? How many are exempt, non-exempt and collective bargaining?

- Using the pay period that includes January 4 as the common denominator (first day of the first pay period in CY 2013)

| Fiscal Year | Exempt | Non-exempt | Collective Bargaining |
|-------------|--------|------------|-----------------------|
| 2013 | 17 | 7 | 13 |
| 2012 | 18 | 12 | 19 |
| 2011 | 9 | 20 | 21 |
| 2010 | 9 | 27 | 25 |
| 2009 | 9 | 27 | 25 |

3) How many of your FTE's are federal funded? – 1 FTE

4) How many Federal grants does your agency receive and what's the matching rate? What's the future matching rate anticipated to be? How much Federal \$?

| Name of Grant | Future Match | Future Federal Funds |
|--|--------------|----------------------|
| HHS Election Assistance for Individuals with Disabilities (EAID) | 0 | 0 |
| Help America Vote Act § 251 Funds | 0 | 0 |
| Help America Vote Act § 101 Funds | 0 | 0 |
| IDDC Civic Engagement Outreach | 21,500 | 13,500 |

5) How many early retirements were taken?

| Fiscal Year | SLIP | SLIP Pymnts | SERIP | SERIP Pymnts |
|-------------|------|-------------|-------|--------------|
| 2013 | | | | 3 |
| 2012 | 1 | 1 | | 3 |
| 2011 | 1 | 1 | | 3 |
| 2010 | | 2 | 3 | |
| 2009 | | 2 | | |

6) Of those openings, how many have been filled?

One SLIP position

Two SERIP

7) What are your ideas make service delivery in your Department more efficient?

Increased technology

Cross-training of personnel

Annual review of on-going programs

8) Share the progress of your Department's "Lean" projects. N/A

9) How much of your revenue comes from other state agencies? – less than 1%

10) How much of your revenue comes from fees?

The SoS transfers on average \$250,000 in fees per fiscal year from the General Fund per Iowa Code and Admin Rule to offset the costs of administering specific sections.

11) What has been your five year budget trend?

Status quo

12) Regarding current FY 13, how does your current budget situation look? Do you expect any savings?

We are on track and do not anticipate any surplus at the end of the fiscal year.

13) Have there been any recent reclassifications of individuals in your department? How many and what were the changes?

One in FY 2013

Executive Officer 1 → Executive Officer 2

14) In regard to monetary bonuses, how do you measure employee outcomes?

The Secretary of State's Office does not award performance bonuses.